COMPUENTIAL

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OFFICE OF TRAINING

Operations School

Headquarters Training

RECORDS OFFICERS COURSE NO. 33 (ROC)

30 August - 3 September 1965

Room 1A13 Headquarters

STUDENT OBJECTIVES

- 1. To learn the role that records play in the discharge by the Agency of the responsibilities inherent in its CS mission.
- 2. To gain an appreciation of records and proper records management in the successful performance of the Agency's CS mission.
- 3. To understand the inter-relationship between the CS mission and records and to sharpen judgement in the handling and disposition of records.

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Chief Instructor Ext. 2141 25X1A

Group I
Excluded from automatic
downgrading and
declassification

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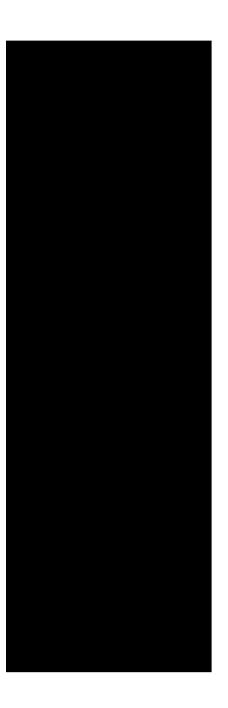
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25X1A

Monday.	30	August	1965

0830 - 0900	Registration and Administration
0900 - 0930	CS Mission and Records
0940 - 1040	The Records Officer and His Responsibilities
1050 - 1300	Records Terminology
	Tuesday, 31 August 1965
0830 - 0900	Reading
0900 - 1000	Interagency Source Register (ISR)
1010 - 1100	Review, Analysis and Classification
1110 - 1220	The 201 System
1230 - 1300	Sensitive Documents



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SECRET

CONFIDENTIAL

		Wednesday, 1 September 1965*	25X1A
	0830 - 0900	Reading	
	0900 - 1050	Summary - RID Responsibilities in the CS Records System	
	1100 - 1300	Destruction Procedures and RO Responsibilities	
		Thursday, 2 September 1965	
	0830 - 0900	Reading - Submit Questions for Friday Question and Answer Period	
	0900 - 1150	Handling of Records at the Headquarters Desk, Including Destruction	
	1200 - 1300	Introduction to Practical Exercise	
		Friday, 3 September 1965	
	0830 - 1030	Practical Exercise - Destruction	
25X1A	1040 - 1110	System Developments	
	1120 - 1230	Question and Answer Period - Panel	
	1230 - 1300	Final Administration	

*Students who have not taken the RID Tour are required to do so on Wednesday, 1 September 1965. The tour will be conducted from 1400 - 1600 and will start from the classroom promptly at 1400.